

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">25.6</p> <p>Date Issued</p> <p style="text-align: center;">12/17/01</p>	<p>Total Pages</p> <p style="text-align: center;">20</p> <p>Effective Date</p> <p style="text-align: center;">12/19/01</p>
<p>References</p> <p>KRS 439.590, 197.045, 197.110, 197.120, 197.170, 197.180, 439.600, 439.610, 440.010(1), 520.030, 520.040; ACA Standards 3-4389, 3-4390, 3-4391, 3-4392, and 3-4393</p>	<p>Subject</p> <p style="text-align: center;"><b>COMMUNITY CENTER PROGRAM</b></p>	

## I. **AUTHORITY**

This policy is issued in compliance with KRS 439.590 which delegates to the Department of Corrections (Corrections) the authority to establish community residential correctional centers.

## II. **PURPOSE**

To provide adequate information and guidance on the overall operation of the Community Center Program for all personnel affiliated with Community Service Centers.

## III. **APPLICABILITY**

This policy applies to all employees of Corrections who are affiliated with the Community Center Program, to jailers and their staff, and to halfway house administrators and their staff who have entered into a contractual agreement with Corrections to house state inmates in their facilities.

## IV. **DEFINITIONS**

As used in this document the following definitions shall apply:

"Community Center Diversion Program" means utilizing halfway houses for parolees who require a more structured setting.

"Community Centers" means jails and halfway houses which house state pre-release inmates and parolees.

"Community Detention Branch Manager" means one who approves an inmate for placement in jails and in halfway house facilities throughout the state and oversees the pre-release programs.

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"Deferment" means a Parole Board action, whereby the final decision of an inmate's case is continued for a certain number of months.

"Escape" refer to KRS 520.010 (5).

"Halfway House" means a residential facility, located in the community, which provides services to felons, misdemeanants, ex-offenders, probationers, parolees, and pre-sentence and pre-release participants.

"Jail" means city jails, county jails, workhouses, and all other facilities for the detention of prisoners, other than penitentiaries, reformatories, and juvenile facilities, operated apart and separate from a jail by agencies of state, county, and city government. It also includes any of those facilities on a joint or jurisdiction basis.

"Meritorious Good Time" refer to KRS 197.045 (3).

"Parolee" means a person who has been released from a correctional facility to parole.

"Probationer" means a person convicted but not yet imprisoned, on the conditions of continued good behavior and regular reporting to a probation officer.

"Reintegration" means the process of preparing both community and offender for his return as a productive and accepted citizen.

"Statutory Good Time" refer to KRS 197.045.

## V. **POLICY**

Community Services and Local Facilities shall administer the Community Center Program in order to divert an offender from an institution and reintegrate him into society. An individual in the program shall be serving a felony sentence in a local jail or halfway house under contractual agreement with Corrections.

## VI. **PROCEDURES**

- A. An inmate meeting the following criteria may be recommended for transfer to a Community Center. An inmate shall:
  1. qualify for community custody as established by the Corrections Classification Manual.
  2. be expected to remain in the program a minimum of thirty (30) days.

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3. be physically and psychologically capable of functioning in the Community Center without ongoing professional intervention. Jail center referrals shall be capable of performing manual labor.

**B. Parolee and Probationer Placements**

1. Parolees selected to participate in the Community Center Diversion Program shall be appointed by the district supervisor.
2. Parolees participating in the Community Center Diversion Program shall be allowed a maximum stay of sixty (60) days in a halfway house facility.

If unusual circumstances exist, extensions may be granted in thirty (30) day intervals with written justification submitted to the Community Detention Branch Manager for final approval. Only two (2) extensions may be granted.

3. If bed space is available, probationers may participate in the Community Center Diversion Program with a maximum stay of six (6) months in a halfway house facility.

**C. Placement Priorities**

Each offender's eligibility and needs assessment shall dictate the appropriateness of a Community Center placement as a diversion or reintegration mode of case management.

1. Priority shall be given to an eligible inmate in the Assessment and Classification Center.
2. Priority shall be given to an eligible offender:
  - (a) granted parole to a Community Center area but who needs assistance to obtain an acceptable home and employment placement;
  - (b) due to be released to a Community Center area by expiration of sentence; and
  - (c) qualified for vocational training and study release.

**D. Community Center Classification Process**

As the Community Center Program is by nature an interdepartmental responsibility, the following classification procedures shall be followed:

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1. Inmates shall be classified to community custody and recommended for placement in the program by the classification committee. Placement in the program shall be recommended if the inmate is appropriate for a community based program. The inmate who demonstrates the following behavior shall not be considered for placement in the program.
  - a. A history of severe alcohol or substance abuse,
  - b. A history of assaultive or violent behavior,
  - c. A history of escape, absconding or other charges indicating an escape risk,
  - d. A pattern of adjustment or disciplinary problems, or
  - e. A history of domestic violence including emergency protective orders or domestic violence orders.
2. A transfer log shall be maintained on an inmate who is approved for transfer to a Community Center. This log shall contain basic identifying data and the Community Center for which the inmate has been recommended.
  - a. Vacancies in the program shall be filled by the Community Detention Branch Manager and the Classification Manager. The Community Detention Branch Manager shall notify the Classification Manager of vacancies the first working day of each week. Vacancies in the program shall be filled by coordinating approved transfers with other institutional transfers and available transportation.
  - b. Priority for filling vacancies shall be given to Assessment Center inmates.

#### E. Community Center Transfer Process

1. Inmate transfers to Community Centers shall be coordinated by the Division of Local Facilities in conjunction with the Office of Adult Institutions.
2. If an institution is notified to transfer an inmate into the Community Center Program, the institution shall inform the Community Detention Branch Manager of the date the transfer shall be effected.

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3. If an inmate is transferred to a Community Center, the transferring institution shall send a transfer authorization to the appropriate Probation and Parole Officer assigned to each center along with the resident record card, photograph and presentence investigation report. The medical record shall be sent to the receiving jail or halfway house.
4. An additional copy of the resident record card shall be sent to the receiving jail or halfway house.
5. Two (2) copies of the transfer authorization indicating the date the inmate was transferred shall be sent to the Community Detention Branch Manager in Central Office.
6. An inmate transferred to a Community Center shall bring all personal belongings with him at the time of transfer, including his medical record.
7. The inmate medical record shall be taken to the Community Center at the time of transfer. Institutional records shall be maintained in Central Office. Inmates' money shall be sent to the appropriate personnel at the Community Center at the time of transfer.
8. If the inmate is within sixty (60) days of his parole eligibility date, a pre-parole progress report shall be prepared by the sending institutional case manager prior to transfer.
9. If the parole eligibility date occurs more than sixty (60) days after arrival, the Community Center contact person shall be responsible for providing a parole progress report.

F. Transfers from Community Centers

Periodically, an inmate in the Community Center shall be transferred back to an institution for a variety of reasons. The reasons for a transfer may include medical problems, disciplinary problems, protective custody needs and parole deferments. In all cases, a transfer shall be approved by the Community Detention Branch Manager and Classification Manager.

1. In cases requiring immediate action, the Probation and Parole Officer shall contact and advise the Community Detention Branch Manager of the need for transfer.
2. If appropriate, a resident may remain in the program if he receives a deferment of eighteen (18) months or less provided there is no opposition from the Probation and Parole Officer and Jailer or Halfway House

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Administrators. Final approval on these cases shall be received from the Community Detention Branch Manager.

G. Annual Inmate Photographs

Each year a new photograph shall be taken of each state inmate in a halfway house. Each updated photograph shall be obtained on the anniversary date of the inmates' conviction. The photographs shall be immediately submitted to the Offender Information Services Branch, Central Office – P.O. Box 2400, Frankfort, Kentucky 40602.

H. Transportation from Community Centers

An inmate in the Community Centers shall be transported by Community Services personnel as the need arises. This shall include Parole Board hearings, shock probation hearings, and transfers back to an institution. An officer may take any precautions he deems necessary to maintain control of an inmate when transporting. This may include the use of restraints and carrying a weapon. If restraints are used, all inmates shall be restrained. Arrangements may be made through the Community Detention Branch Manager to receive assistance from various institutional personnel as needed.

I. Disciplinary Problems

A Community Center inmate shall be subject to the rules of conduct particular to each Community Center in addition to Corrections rules and regulations. Internal Community Center sanctions shall be utilized for internal control; however, an offense which may result in segregation and statutory loss of good time shall be documented and the inmate transferred back to an institution. A Community Center Occurrence Report describing the nature of the occurrence and a summary of the investigation shall accompany the inmate. A disciplinary transfer shall be approved by the Community Detention Branch Manager and Classification Manager.

The Community Center Occurrence Report shall include:

1. The date and time of the incident.
2. A listing of the personnel involved.
3. A detailed summary of the nature of the occurrence described by the person who witnessed the incident including the jail staff, halfway house staff, or work supervisor.

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4. A summary of the investigation described by a Probation and Parole Officer or supervisor who did not witness the incident.

Necessary documentation shall be attached to the report.

#### J. Community Center Release Procedures

Proper care shall be given towards the handling of the legal release of an inmate in the Community Center Program.

##### 1. Court Order Shock Probation

- a. Application: An inmate needing an application for court ordered shock probation shall be provided forms through the Probation and Parole Office handling Community Centers as the need arises. The Probation and Parole Office shall facilitate contact with the local Public Advocate's Office concerning legal problems and questions the Community Center inmate may have.
- b. Transportation: The local Probation and Parole Officer shall provide transportation for a verified court order to produce the inmate for a shock probation hearing. Prior to the hearing the Probation and Parole Officer shall review available information to ascertain whether the inmate is serving a sentence from another court or has a detainer.
- c. Court Release: If the Judge grants shock probation with the inmate present in court, the inmate shall be released from custody only if other sentences or detainers are not active.
- d. Center Release: If an order to release an inmate is received through the mail, measures shall be taken to verify the order. The Circuit Court Clerk's office shall be contacted to verify the order upon advisement that shock probation has been granted. A copy shall be taken to the Center Operator and the inmate advised of any stipulations concerning the probation. If the Probation and Parole Officer is unable to be present at the center, a telephone call may be made to the center operator advising him to release the particular inmate. In this case, the center operator shall be asked to call the Probation and Parole Office to verify the order before releasing the inmate. If verification cannot be made either through the Probation and Parole Office or the Circuit Court Clerk's Office, he shall not release the inmate. A copy of the order shall be sent to the Central Office Community Detention Branch Manager who in turn shall send a copy to the Offender Information Services

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Branch. Discharge notices shall be typed by the records clerk, one (1) copy retained in the inmate file and one (1) copy shall be forwarded to the Offender Information Services Branch. Caution shall be taken to ensure that the order is verified and that the inmate does not have additional sentences or detainers.

## 2. Parole Release

- a. An inmate recommended for parole who meets the eligibility guidelines of Corrections Policy and Procedure [25.4](#) may be eligible for a seven (7) day furlough which may be extended for twenty-one (21) additional days at seven (7) day intervals. A furlough extension shall be approved by the Community Detention Branch Manager in Central Office.

An inmate on an extended furlough from a Community Center shall be required to report to the Probation and Parole Office within twenty-four (24) hours of release.

- b. Every effort shall be made by the Probation and Parole Officer to assist the inmate in seeking employment and home placement. It may be necessary to allow an inmate to seek employment in an adjacent or nearby county if employment is not available in his home community.
- c. For furlough extensions, the inmate shall report to the Probation and Parole Office on the sixth day of his furlough until parole papers are processed or upon expiration of furlough.
- d. Once the parole papers are received, the Probation and Parole Officer shall instruct the parolee to sign the certificate and issue the original copy to the parolee. Other copies shall be distributed as follows; one (1) copy of the certificate to the Parole Board and one (1) copy of the certificate along with all dated notice of discharges to the Community Detention Branch Manager in Central Office.
- e. If an inmate on extended furlough has not secured an adequate home and employment placement within twenty-one (21) days, he shall be returned to the appropriate Community Center.

An extension requested beyond twenty-one (21) days shall be justified in writing and submitted to the Community Detention Branch Manager for final approval.



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### 3. Expiration Release

If an inmate shall be discharged by expiration of sentence, a notice of discharge shall be mailed to the designated Probation and Parole Office approximately ten (10) days prior to the discharge date. The Probation and Parole Office working with the Community Center shall process the discharge and ensure the inmate's release. A copy of the notice of discharge shall be forwarded by the Offender Information Services Branch to the officials stipulated in KRS 197.170. In addition, victims shall be notified of the inmate's release by the Offender Information Services Branch if the victim has requested notification.

### K. Community Center Furlough Program

Particular criteria and procedures relative to Community Center furloughs shall be followed. Authority and responsibility of monitoring and granting Community Center furloughs shall be with the Community Detention Branch Manager. Community Center furloughs shall be separate from the institutional program and regulations concerning eligibility, frequency and length of furloughs are set forth below.

#### 1. Eligibility

- a. Furloughs in the Community Center Program shall be a privilege, not a right. A furlough may be denied for the following reasons: poor adjustment at the center; objections from local officials; or an inmate record that reflects a history of violence. Documented objections from a sentencing judge shall result in the denial of a furlough for an inmate sentenced in his jurisdiction and shall result in the denial of a furlough to those counties under his jurisdiction.
- b. A resident referred to the Community Center Program shall be considered for a furlough after sixty (60) days in the center if he is classified as minimum or community custody for six (6) months.
- c. A Community Center inmate who receives more than a one (1) month deferment at a parole hearing shall wait one (1) month before being eligible for a furlough.

#### 2. Frequency and Length

- a. An eligible Community Center inmate shall be considered for a furlough once a quarter after the initial furlough has taken place. Quarters shall be January through March, April through June, July through September and October through December.

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- b. A furlough shall not exceed forty-eight (48) hours in length and shall not exceed eight (8) days each calendar year. There shall be a minimum of sixty (60) days between furloughs.

### 3. Requirements

- a. An inmate and his family shall show evidence of an ability and willingness to pay his expenses while on furlough.
- b. The inmate shall indicate his destination and means of transportation on his application.
- c. Travel time may be added to the approved furlough time if an inmate is housed in a facility that is more than two (2) hours from his furlough address. An inmate shall be allowed only necessary travel time with a maximum of six (6) hours each way.
- d. An inmate with a documented violation of the terms or conditions of a furlough shall not be granted an additional furlough while serving on the same conviction unless approved by the Deputy Commissioner of Community Services.
- e. An inmate shall not be permitted to visit a convicted felon, victim of his crime, or person involved in his current crime while on furlough.
- f. An inmate applying for an overnight furlough shall indicate that suitable housing is available.
- g. An overnight furlough shall be allowed to verified family members only. If an exception is requested, it shall be presented to the Community Detention Branch Manager with specific written justification.
- h. A 24-hour emergency furlough may be granted for a death, bedside visit or funeral visit of an immediate family member as defined in Corrections Policy and Procedure [9.4](#) and if approved by the Community Detention Branch Manager. Officials shall be notified via telephone or fax when an emergency furlough takes place.
- i. An emergency furlough may be granted for a Community Center inmate who is admitted into a hospital for medical treatment.

### 4. Procedures to be Followed

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- a. Community Center inmates shall be provided with furlough applications through the Probation and Parole Officer's weekly visit.
- b. The inmate shall complete the furlough application allowing at least four (4) weeks prior to the requested release date.
- c. An inmate's first furlough in the program shall be submitted to Central Office for approval by the Community Detention Branch Manager or his designee. Initial furlough applications shall allow thirty (30) days for processing.
- d. The Probation and Parole Officer working with the Community Center shall process the furlough application and submit it to the District Supervisor with the officer's recommendation. Care shall be taken to verify that the furlough is desired by the individual to be visited. A surprise furlough shall not be allowed.
- e. The District Supervisor shall make the final decision concerning the approval or disapproval of the furlough.
- f. Upon approval of a furlough, the assigned Probation and Parole Officer shall send out a notice of furlough to the following officials of the county in which the inmate is being furloughed:
  - (1) Commonwealth Attorney
  - (2) County Attorney
  - (3) Sheriff
  - (4) Chief of Police
  - (5) Probation and Parole Officer, if different
  - (6) Circuit Court Clerk of the county to which the inmate is released and the Circuit Court Clerk of the sentencing court if he is in a different county.
- g. The furlough application and code of conduct shall be prepared with an original and three (3) copies. After proper authorization, the distribution shall be as follows:

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- (1) One (1) copy of each shall be given to the inmate prior to release with the Parole Officer or Center Operator documenting time of release as well as ensuring that the code of conduct has been signed. The inmate shall keep a copy of the furlough application on him at all times while on furlough.
  - (2) One (1) copy of each shall be maintained by the Parole Officer working with the Community Center documenting time of release and return.
  - (3) Two (2) copies of each completed by the Parole Officer with release and return time documented and forwarded to the Community Detention Branch Manager for review and placement in Community Center file and Offender Information Services file.
- h. Each Community Center contact person shall maintain a log on a furlough, documenting time of application, approval or disapproval and pertinent comments. The log shall be presented to the District Supervisor on a quarterly basis for review.
  - i. A disapproved furlough shall be copied and routed in the same manner as an approved furlough with documentation as to the reason for disapproval.
  - j. The Parole Officer may require the inmate on furlough to report in person or by phone to the Probation and Parole Office.
  - k. Contact shall be made with the Probation and Parole Officer who prepared the presentence investigation relative to any envisioned problems with the initial furlough. If an inmate is furloughing to a different county other than where he was sentenced, an officer shall be contacted in the county to which he intends to furlough to determine if there may be any potential problems.
  - l. The inmate shall be advised before release on furlough that he may be subject to a urinalysis and a breathalyzer test upon return. If the inmate fails to submit to a test, or if the test results are positive, the inmate may be disqualified from any future furlough during his incarceration and may result in dismissal from the program. Arrangements to have periodic testing shall be made in conjunction with the Center Operator.

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- m. Any Parole Officer who experiences problems with a furlough shall contact his District Supervisor. The District Supervisor shall either give direction or contact the Community Detention Branch Manager.

#### L. Escape

An inmate who does not return from furlough or who escapes from a Community Center shall be prosecuted for escape. The following procedures shall be carried out to ensure the apprehension of the escapee in a timely and well organized manner.

##### 1. Responsibility of the Jailer or Halfway House Director

- a. Notify the Probation and Parole Officer within two (2) hours of the escape.
- b. Immediately enter the escapee in National Crime Information Center (NCIC) through the local law enforcement agency and request a warrant for escape.
- c. Prepare an extraordinary occurrence report and submit it to the Community Detention Branch Manager.

##### 2. Responsibility of the Probation and Parole Officer

- a. Notify the Community Detention Branch Manager of the escape and give pertinent details.
- b. Ensure that the escapee is entered into NCIC and that a local warrant is issued.
- c. Immediately notify local law enforcement agencies by telephone and officials elsewhere if there is cause to believe that the escapee may be in their area.
- d. Prepare a community center occurrence report and submit to the Community Detention Branch Manager and retain one (1) copy for file.

##### 3. Responsibilities of the Community Detention Branch Manager

- a. Upon notification of details of escape, submit all information regarding the escape to Adult Institutions to be distributed to the proper authorities.

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- b. Prepare an escape flyer giving pertinent information including a description, identifying marks or tattoos, addresses, family, and the person to contact if apprehended. One (1) copy of the flyer shall be distributed to each of the following agencies.
  - (1) Local law enforcement agencies where the escape occurred;
  - (2) Local law enforcement agencies in county of commitment or county of residence, if different counties;
  - (3) Officials in any other known areas, both in and out of state where escapee may go;
  - (4) Probation and Parole Officers in counties involved;
  - (5) Offender Information Services Branch.
- c. If an inmate is released erroneously from a halfway house or jail prior to the service of his sentence, the Community Detention Branch Manager shall issue a warden's warrant for escape as provided in KRS 440.010(1).
- d. If the escapee has relatives in other states or it is known that the escapee is heading to another state, assistance in apprehending the escapee may be obtained through the United States Attorney. This may be done by writing a letter requesting assistance and attaching a copy of the escape flyer and other pertinent information that may be of assistance, along with names of relatives, addresses, city and state.
- e. The Community Detention Branch Manager shall see that a notice of discharge is prepared by the Records Clerk showing that the inmate was discharged by escape and that a copy is forwarded to the Offender Information Services Branch and one (1) copy retained in the inmate's file. The notice of discharge shall be distributed to the officials stipulated in KRS 197.170. In addition, the notice shall be distributed to a victim who has requested notification when a particular inmate is released.

#### M. Apprehension of Escapee

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1. Once the escapee is apprehended, the Community Detention Branch Manager and the District Supervisor shall be notified. Additionally, the escapee's name shall be removed from NCIC.
2. If the Probation and Parole Officer is successful in apprehending an escapee, a male escapee shall be returned directly to a designated secure institution, and a female escapee shall be returned to the Kentucky Correctional Institution for Women.
3. If the escapee is apprehended by a local official on the county's escape warrant, the escapee shall be lodged in the local jail. The Probation and Parole Officer shall immediately lodge a detainer with the center and request a copy of the warden's warrant from the Community Detention Branch Manager. Upon receipt of the warrant, the detainer shall be removed and the warrant lodged as the detainer. Additionally, the date the detainer is withdrawn shall be marked on the detainer stub.
4. If the escapee is given time to serve in the local jail, the Probation and Parole Officer shall monitor the case and keep the Community Detention Branch Manager informed. The Probation and Parole Officer shall also see that the center records are marked to notify the officer when the escapee completes his jail sentence.
5. Upon completion of the jail sentence, the officer shall transport the escapee back to a designated secure institution or the Kentucky Correctional Institution for Women along with an incident report.
6. If the escapee is located out of state, the Community Detention Branch Manager shall see that arrangements are made for return. The escapee shall sign a waiver of extradition before arrangements may be completed for return or else an extradition proceeding shall be made through the Governor.
7. When the escapee is located, the Community Detention Branch Manager shall advise the United States Attorney and have the warden's warrant returned and placed in the inmate file.
8. The Community Detention Branch Manager shall notify Adult Institutions that the escapee has been located. Adult Institutions shall notify the proper authorities.
9. The Community Detention Branch Manager shall be responsible for seeing that the Records Clerk transfers the folder to the appropriate institution upon notice of the inmate's return.

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N. Medical Needs of Community Center Inmates

1. An inmate classified to a Community Center shall be capable of functioning without significant ongoing professional intervention for physical or psychological problems. If the need for ongoing intervention develops, the inmate may be returned to an appropriate institution.
2. The day-to-day minor medical needs shall be handled by the Center Operator in the same fashion as his general population.
3. An immediate need shall be taken care of by the center with notification to the Probation and Parole Officer assigned to the center. Bills for immediate care shall be sent to the Community Detention Branch Manager.
4. In most cases, medical needs may be handled by the available local health services. The Community Detention Branch Manager shall work closely with the Director of Medical Services and provide direction concerning requests for medical care which are not of an immediate nature and cases in which local medical personnel recommend hospitalization.
5. The Health Services Manager shall provide direction as to what action shall be taken.

O. Utilization of Community Center Inmates for Work Projects

1. An inmate in the Community Center may be utilized for governmental work projects. These activities shall be supervised by a specific individual and shall represent a community rather than a personal need or benefit. An inmate shall not work in private enterprises nor in an activity that may be considered particularly dangerous.
2. A short term, a week or less, project may be approved by the Probation and Parole Officer working with the Community Center. A longer project shall be approved through the District Supervisor and Community Detention Branch Manager.
3. The work supervisor shall sign the Supervision Guidelines for Community Center inmates. Each Community Center inmate assigned to a work crew shall sign the Work Experience Code of Conduct.

P. Work Crew Guidelines

The following work crew guidelines shall be followed at each Community Center.



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1. A log shall be maintained at each Community Center documenting departure and arrival of each inmate from the Center and his assigned work supervisor.
2. One (1) regular supervisor shall be assigned for each inmate crew.
3. An inmate shall not be allowed to visit with a friend or relative while working on an outside detail.
4. While on work detail, the inmate shall remain in his assigned work area.
5. An inmate shall not be paid by an organization or person other than Corrections for community service work.
6. Misconduct such as fighting, stealing, leaving the work site without supervision, or possession of contraband shall be reported to the jailer immediately.
7. The work supervisor is required to sign the Supervision Guidelines For Community Center Inmates, prior to assignment to a job site.
8. A Community Center inmate assigned to a work crew shall sign the Work Experience Code of Conduct, prior to assignment to a job site.

Q. Meritorious Good Time

An inmate may be eligible for an award of meritorious good time in accordance with Corrections Policy and Procedure [15.3](#).

R. Community Center Monthly Report

The Probation and Parole Officer working with each Community Center shall prepare a monthly report to be sent to the Central Office Community Detention Branch Manager and a copy to the District Probation and Parole Office Supervisor.

S. Probation and Parole Officer's responsibilities, if assigned as a Community Center Coordinator

The Probation and Parole Officer shall coordinate and monitor the Community Center Program to insure compliance with Corrections Policies and Procedures, contractual requirements, and guidelines pertaining to the Community Center

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Program. The Probation and Parole Officer shall be responsible for the following duties:

1. Administer the furloughs for Community Center residents except as otherwise provided.
2. Prepare Pre-Parole Progress reports, except as otherwise provided.
3. Offer recommendations in screening and selecting an inmate for the program.
4. Ensure that the inmate has an assigned work duty or educational program.
5. Assist in transportation.
6. Coordinate transfers from the Community Center.
7. Assist the Community Center in obtaining work, educational, and recreational programs that benefit the Community Center inmate.
8. Interview an inmate admitted to the program within five (5) working days, and orientate the inmate to the rules and regulations of the program.
9. Make recommendations to the jailer or his designee as to the appropriate work assignments for the inmate.
10. Meet a minimum of once each week with the jailer or his designee regarding the Community Center program.
11. Check the jail log weekly to determine the arrival and departure of the inmate on work assignment, furlough, or other approved release.
12. Visit the work site twice per month to insure inmates are properly supervised.
13. Coordinate annual training of work supervisors and training for new supervisors prior to being assigned inmates.
14. Check to insure that the work supervisor has signed and understands the work supervision guidelines.

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15. Check to insure that the Community Center inmates have signed and understand the work code of conduct guidelines.
16. Schedule a weekly time period at the facility to be available to meet with the inmate as needed.
17. Complete monthly Community Center reports.
18. Maintain a daily activity log and documentation of all contacts with the Community Center Program.
19. The Probation and Parole Officer shall forward written reports to the District Supervisor of violations regarding compliance with contractual agreements and guidelines of the Community Center Program.
20. Performs other related duties as assigned.

T. Responsibilities of the Jailer or Halfway House Director

It is the responsibility of the Jailer or Halfway House Director to ensure public safety by providing adequate supervision and close monitoring of the Community Center inmates. In order for the program to be successful in the local community and statewide, the following minimum requirements shall be completed by the Jailer or Halfway House Director. The Jailer or Halfway House Director shall:

1. provide the inmate with a copy of the rules and regulations regarding the Community Center Program.
2. discuss with the Probation and Parole Officer, the inmate job assignment and advise the Probation and Parole Officer of a change in the work assignment.
3. visit each work site a minimum of twice each month to ensure proper work supervision and shall document the visit in a log.
4. meet with the work supervisor on a quarterly basis to review work assignments, disciplinary problems, and supervision requirements.
5. ensure that a Community Center inmate does not have contact with the general public except on a supervised work detail or approved supervised recreational activity.

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6. coordinate and schedule contact visitation, use of exercise, and multi-purpose areas.
7. ensure that the Community Center inmate is properly supervised by trained staff if outside the security of the jail or halfway house for a purpose other than a normal work assignment. An adequate staff to inmate ratio shall be maintained to ensure proper supervision based on the security needs. Outside activities shall be approved by the Community Center Program Administrator.